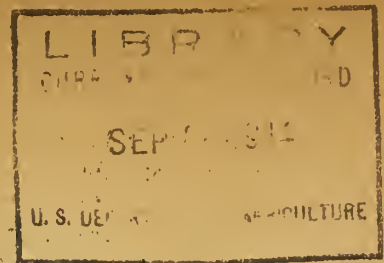


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WAR FOOD ADMINISTRATION
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Washington, D. C.



September 4, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-8

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: "A" Award Program

The WFA Achievement "A" Award was established in order to give public recognition to food processors making an outstanding contribution to the war effort. The award may be opened to any food processing industry upon the recommendation of the appropriate commodity branch, and any plant in the industry may be recommended for the award.

It is our responsibility to determine whether or not a particular industry should be included in the award program and, once the determination is made, to assist in selecting the individual plants to be considered for the award.

It should be noted that operational responsibility for the "A" Award Program has been placed in the Industry Operations Branch and all inquiries or correspondence from industry concerning the awards shall be referred to that Branch for handling. Adherence to this policy will prevent misstatements being made to prospective recipients of the award and will facilitate the work of the Industry Operations Branch.

Over-all award policies and procedures are set forth in Director's Memoranda No. 50, Supplement 2, Revision 1; 50 Supplement 3, and Industry Operations Branch Memorandum No. 3. Within the Branch the program shall operate as follows:

I OPERATIONAL PLANNING AND SERVICES DIVISION

The Chief, Operational Planning and Services Division, as Liaison Representative on Special Awards, is responsible for the over-all operation of the Awards Program in the Branch. All incoming and outgoing correspondence on "A" Awards shall be routed through his office for control purposes, and he shall maintain files and records of "A" Award activities.

Correspondence with the Industry Operations Branch on "A" Awards shall be prepared for the signature of the Chief, Operational Planning and Services Division and shall be addressed to K. W. Berkey, Acting Chief, Industry Operations Branch, attention Everett M. Vester. All such

correspondence shall be prepared in an original and six copies with one copy for the dictator, one for Operational Planning and Services Division, the original and three copies for Industry Operations Branch and one copy for the Field Representative. (The latter copy may be eliminated when the subject company is not in the Western Region or the New England States.)

II COMMODITY REPRESENTATIVES

A. Initiating the Award Program

If he believes that an industry should be included in the awards program, the commodity representative shall prepare a recommendation to the Industry Operations Branch setting forth the criteria by which the individual plants of the industry will be judged. In some instances the general criteria established by the Industry Operations Branch may be sufficient. However, it will usually be advisable to set a definite percentage of a plant's output that must be sold to a Government war agency before the plant may be given consideration. Certainly when an industry is regulated by a War Food Order, compliance and cooperation with the purpose of the Order should always be established as one of the determining factors.

B. Recommendation for Plant Investigations

At the time the award program is initiated the commodity representative may submit a list of the plants he considers outstanding in the industry, and may state the order in which he believes the firms should be investigated and nominated for the award. Additional recommendations may be submitted to the Industry Operations Branch at any time.

When the recommendation for a plant investigation is initiated by the Regional Director, the Industry Operations Branch will refer the recommendation to this Branch for clearance. The reply, in memorandum form, shall clearly state whether the recommendation is approved or disapproved. The reasons for disapproving a recommendation should always be enumerated.

C. Plant Nomination

Responsibility for nominating a plant for the award is divided among the Regional Director, the Chief of the Commodity Branch and the Chief, Industry Operations Branch. The nomination originates in the Regional Office, which submits the results of the plant investigation on nomination Form FDA-545. The commodity representative shall approve or disapprove the nomination on the basis of the information submitted thereon and his knowledge of the operations of the plant.

1. Approval

In most instances the signature of the Branch Chief on the nomination form will be sufficient to indicate approval.

If, however, the nomination form contains facts, such as a decrease in production, which appear unfavorable to the plant, the commodity representative should prepare a memorandum to the Industry Operations Branch explaining why those facts should not prevent the granting of the award.

When the nomination form is routed for approval in the Branch, the routing slip shall be initialed by the commodity representative, the Division Chief, the Chief, Operational Planning and Services Division, and the Assistant Branch Chief. No one except the Branch Chief shall sign or initial the nomination form. The signed nomination shall be routed to the Chief, Operational Planning and Services Division for control purposes.

The final determination as to whether a plant shall receive the award is made by a WFA Achievement Award Board (refer to Director's Memoranda No. 50, Supplement 3.)

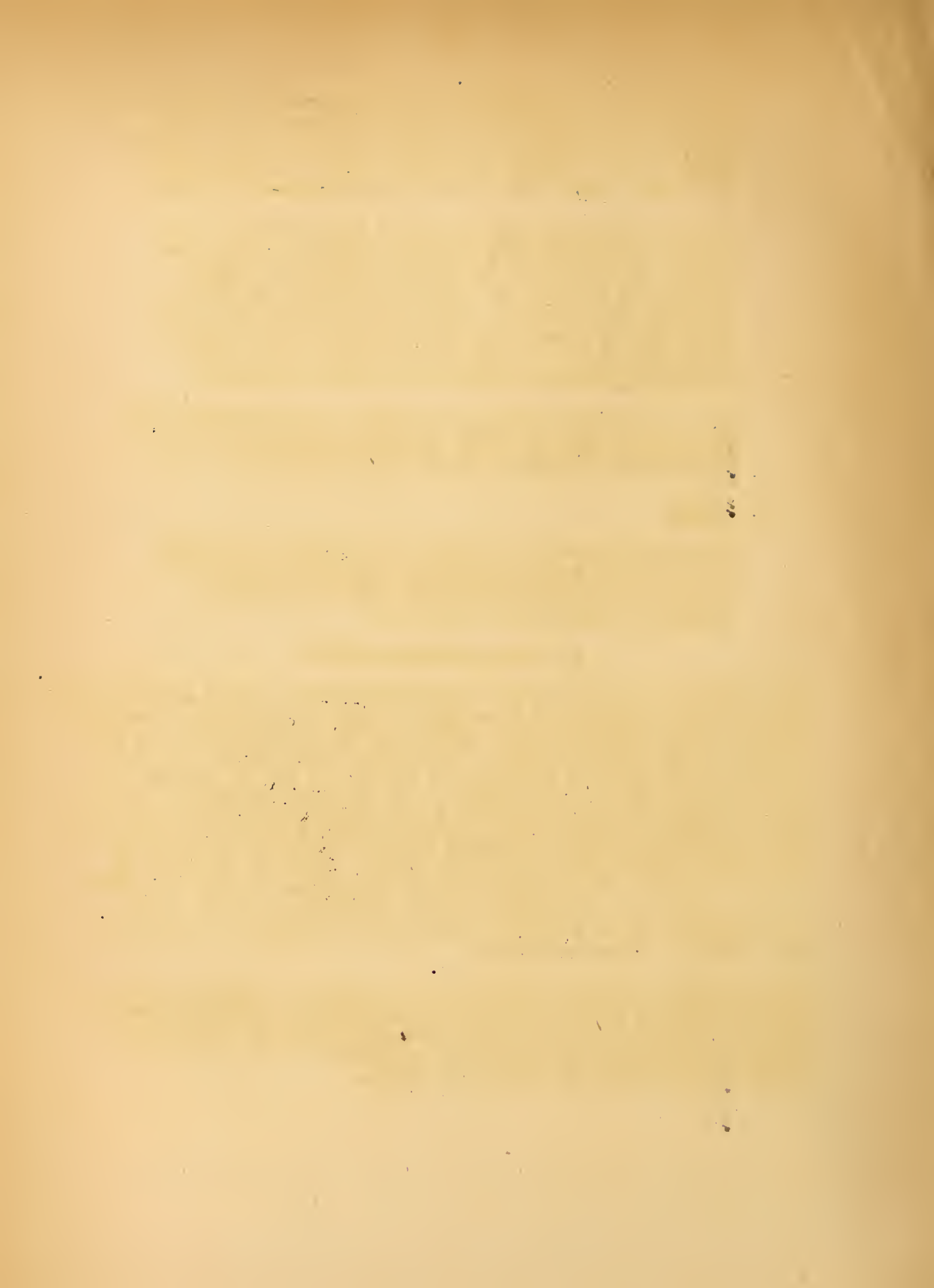
2. Denial

When the nomination is denied, the commodity representative shall return the unsigned nomination form to the Industry Operations Branch with a cover memorandum stating the reasons for disapproval.

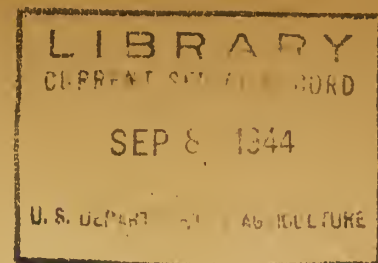
III FIELD REPRESENTATIVES

Upon receipt of his copy of the recommendation for a plant investigation, the Field Representative shall submit a report to the Chief, Operational Planning and Services Division, containing any information he may have relating to the subject company. The report shall include (1) facts relating to the over-all operation of the plant, (2) the opinion of the Field Representative as to whether or not the plant should receive the award or whether another plant or plants should receive prior consideration and (3) the probable reaction of other plants in the industry if the subject plant should receive the award. It is not expected nor desirable that the Field Representative should make any kind of plant investigation, and accordingly in those instances where the Field Representative has no pertinent information concerning the plant, he shall submit a report so stating.

The Field Representative should be on the alert to recommend plant investigations of plants he considers outstanding. Such recommendation should be submitted to the Chief, Operational Planning and Services Division and should contain the same information as the reports on plants recommended by the Washington Office.



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